

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (SUMMARY)

Project Information:

Lead Agency:	Nevada County Transportation Commission
Project Name:	Town of Truckee Employee Winter Shuttle
Project Type: <i>See Attachment A</i>	A2: Expand/Enhance transit service
Description of Project (Short):	Provide employee shuttle between Truckee and Donner Summit ski resorts between December and March.
Project Location:	Incorporated and Unincorporated Eastern Nevada County
Project Start Date (anticipated):	Dec-16
Project End Date (anticipated):	Mar-17

Funding Information:

Funding Year:	2015/16
Requested Amount of PUC 99313:	\$15,702
Requested Amount of PUC 99314:	\$0
Total LCTOP Funding:	\$15,702
Total Project Cost:	\$111,024

Project Benefits:

Greenhouse Gas Benefits (off of worksheet)

Estimated GHG Reduction:	15.49
Project Life:	1
Estimated Total GHG Reduction:	15.49

Disadvantaged Communities (DAC) Benefits:

Does your service area have a DAC?	No
Does the Project Benefit a DAC?	not applicable
Identify the DAC Census Tracts?	not applicable
Identify Specific DAC Benefit Criteria? <i>See Attachment B</i>	
Qualitative Description of DAC Benefit?	not applicable
Describe the DAC Need Project Addresses?	not applicable
Total GGRF \$ Allocated to DAC	not applicable

Co-benefit

Critical Air Pollution Reduction:	not applicable
VMT Reduction:	78,850
Ridership Increase	3,800
Fuel Use Reduction:	not applicable
Energy Use Reduction:	not applicable

Low Carbon Transit Operations Program (LCTOP)
PROJECT DESCRIPTION AND ALLOCATION REQUEST (ALLOCATION)

Regional Entity: Nevada County Transportation Commission	
Project Lead: Nevada County Transportation Commission	County: Nevada
Project Title: Town of Truckee Employee Winter Shuttle	

Project Lead:

I certify the scope, cost, schedule, and benefits as identified in the attached Allocation Request (Request) and attachments are true and accurate and demonstrate a fully funded operable project. I understand the Request is subject to any additional restrictions, limitations or conditions that may be enacted by the State Legislature, including the State's budgetary process and/or auction receipts. In the event the project cannot be completed as originally scoped, scheduled and estimated, or the project is terminated prior to completion, project lead shall, at its own expense, ensure that the project is in a safe and operable condition for the public. I understand this project will be monitored by the California Department of Transportation - Division of Rail and Mass Transportation.

Name: Daniel B. Landon

Signature: 

Title: Executive Director

Agency: Nevada County Transportation Commission

Date: 1/29/2016

Amount: \$15,702

Contributing Sponsor(s):

*If this project includes funding from more than one project sponsor, the project lead above becomes the "recipient agency" and the additional contributing project sponsor(s) must also sign and state the amount and type of LCTOP funds (PUC Sections 99313 and 99314) contribution. Sign below or **attach a separate officially signed letter providing that information. If there is more than one contributing sponsor, please submit additional page, or a letter from the additional contributors.**

Name:

Signature:

Title:

Agency:

Date:

Amount:

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (FUNDING)

	<i>LCTOP Allocation</i>	<i>15/16</i>	<i>16/17</i>	<i>17/18</i>
Request Amount per PUC 99313:		\$15,702	\$0	\$0
Request Amount per PUC 99314:		\$0	\$0	\$0
Total Project Allocation Request:		\$15,702	\$0	\$0
Project Title:	Town of Truckee Employee Winter Shuttle			
Project Location/Address:	Incorporated and Unincorporated Eastern Nevada County			

Table 1: Project Lead Information

		Legislative District Numbers	
Agency Name:	Nevada County Transportation Commission	Assembly:	1
Contact Person:	Mike Woodman	Senate:	1
Contact Phone #:	530-265-3202	Congressional:	4
Email Address:	mwoodman@nccn.net	Amount:	PUC Funds Type:
Address:	101 Providence Mine Road, Ste. 102	\$ 15,702.00	99313
	Nevada City, CA 95959	\$	

Table 2: Contributing Sponsor Information

Name:		Amount :	PUC Fund Type:
Contact:		\$	
Contact Phone #:		\$	
Email Address:			
Address:			
Other Contributing Sponsors: (Attach sheet with contact information)		Amount:	PUC Fund Type:
Name:		\$	
Name:		\$	
Name:		\$	
TOTAL \$15,702			

(*Contributing project sponsors provide signed letters of verification as to amount and eligibility or sign cover page)

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (PROJECT)

Table 3: Type of Project

See Attachment A for category of project (example: Category 1A Implement new or expanded transit service (for new routes or expansion of existing routes).

Operations Projects				Capital Projects			
<input type="checkbox"/>	A1	<input type="checkbox"/>	Ai	<input type="checkbox"/>	B1	<input type="checkbox"/>	Bi
<input checked="" type="checkbox"/>	A2	<input type="checkbox"/>	Aii	<input type="checkbox"/>	B2	<input type="checkbox"/>	Bii
<input type="checkbox"/>	A3	<input type="checkbox"/>	Aiii	<input type="checkbox"/>	B3	<input type="checkbox"/>	Bii
<input type="checkbox"/>	A4	<input type="checkbox"/>	Aiv	<input type="checkbox"/>	B4	<input type="checkbox"/>	
<input type="checkbox"/>	A5						

Table 4: Project Summary

a) Project Description - Describe the project in your own words, using comprehensive overall project description regarding improvements to be made, increased level of service and performance goals.

The Town of Truckee operates public transit between 9:05 A.M. and 5:13 P.M. year-round. During the winter months employees need transportation to the ski resorts on Donner Summit. The Town will operate a winter shuttle between Truckee and Donner Summit from 6:05 A.M. to 6:13 P.M. providing three morning runs, one midday run, and two evening runs. The schedule was developed based on conversations with the Donner Summit ski resorts and the needs of the employees. The mileage between Truckee and Donner Summit is 50 miles round-trip, providing service along the main corridors within Truckee, and on Interstate 80 and Old Hwy 40 to access Donner Summit. The service will alleviate already congested roadways during the winter months by helping to transition employees from their vehicles to the transit service. Employees without vehicles would typically hitchhike to work, which during winter conditions can be a serious safety issue, or they may seek a ride from friends or family. The winter shuttle will not only provide transportation to employment, but also provide access to social and medical services, educational resources, and to basic necessities such as grocery centers. Employees will ride the winter shuttle at no charge by showing their ski resort employee identification badge when boarding the bus. Winter shuttle efficiency and effectiveness will be monitored through the Town's existing programs, policies and procedures. The Town has implemented a performance manual for all transit services and key performance indicators mandated by the Transit Development Act (TDA) are tracked on a daily basis with the data populated by formula into a monthly report. This project is consistent with the LCTOP goals of reducing greenhouse gas emissions and improving mobility.

b) Project Location - Describe the location of the project. Also provide an 8 1/2" X 11" project site map that shows the transit service area and project location. Use link to CalEPA website for information,

<http://www.calepa.ca.gov/EnvJustice/GHGInvest/default.htm>.

The project service area will operate in incorporated and unincorporated Eastern Nevada County between Hwy 267/89 on the east end of Truckee to South Shore Drive on the west end of Truckee, and along Old Hwy 40 and Interstate 80 to access the Donner Summit ski resorts. See maps (3) in Exhibit A.

c) Project Life - For capital projects, state the Useful Life of the Project. For operations project state the number of months service will operate.

Capital:

Operations: 3 months

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (BENEFITS/OUTCOMES)

Table 5: Description of Major Benefits/Outcomes

e) Co-Benefits - Check all additional Benefits/Outcomes.

<input checked="" type="checkbox"/> Improved Safety	<input type="checkbox"/> Coordination with Educational Institutions
<input type="checkbox"/> Improved Public Health	<input type="checkbox"/> College/University <input type="checkbox"/> Grades K-12
<input type="checkbox"/> Reduced Operating/Maintenance Cost	<input type="checkbox"/> Promotes Active Transportation (walking, biking)
<input type="checkbox"/> Increase System Reliability	<input type="checkbox"/> Promotes integration with other modes of transportation
<input checked="" type="checkbox"/> Other Benefits (describe below)	

f) Co-Benefits - Describe benefits indicated above in d) and any other benefits not listed.

This project provides a safe means of transportation for employees by keeping some employees from hitchhiking, and decreasing the number of single occupancy vehicles on the roadways (25 to 45 per day) while reducing the risks of vehicular incidents during winter conditions. In addition to providing transportation to work, the service also provides access to medical and social services, enrichment programs, educational resources, other recreational activities, and to basic necessities such as grocery centers. This project provides an incentive for employees to ride the bus rather than driving their vehicle as they ride for free when they display their ski resort employee identification badge when boarding the bus.

Table 6: Project Schedule

Capital Projects	
Begin Construction Phase (Contract Award)	
End Construction Phase (Contract Acceptance)	
Begin Vehicle/Equipment Order (Contract Award)	
End Vehicle/Equipment Order (Contract Acceptance)	
Begin Closeout Phase	
End Closeout Phase	
Operations Projects	
Begin expanded/enhanced transit services	Dec-16
End expanded/enhanced transit services	Mar-17
Begin Closeout Phase	Apr-17
End Closeout Phase	Jun-17

START DATE FOR LCTOP FUNDED PHASES MAY NOT PROCEED PROJECT APPROVAL LETTER.

Pre-construction costs (e.g design, environmental and right-a-way) are not eligible to be funded by LCTOP funds, they must be funded by other sources.

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (OPERATIONS DESCRIPTION)

Table 7: Operations Project Description

a) Describe the operating plan for this system.

The employee winter shuttle service will operate between December and March based on the needs of the Donner Summit ski resorts and their employees. The shuttle will operate from 6:05 A.M. to 6:13 P.M. providing three morning runs, one midday run, and two evening runs between Truckee and the Donner Summit. Key performance indicator data are tracked as mandated by the Transit Development Act (TDA), and performance measures are monitored for service efficiency and effectiveness through the Town's existing policies and procedures. Additionally, drivers track passengers by stop and by type of rider (i.e., adult, child, senior, disabled) including ski resort employee. The schedule can be viewed in Exhibit C.

b) Describe the fare structure for this system.

The Donner Summit ski resorts fund the employee fares. Ski resort employees ride free by displaying their ski resort employee identification badge when boarding the bus. Non Donner Summit ski resort employee passengers pay the standard fixed route fare: Adult \$2.50; Child under 12 \$1.50; Senior/Person w/Disability \$1.00.

c) Describe the assumptions and process that were used to develop the ridership projections shown in the request.

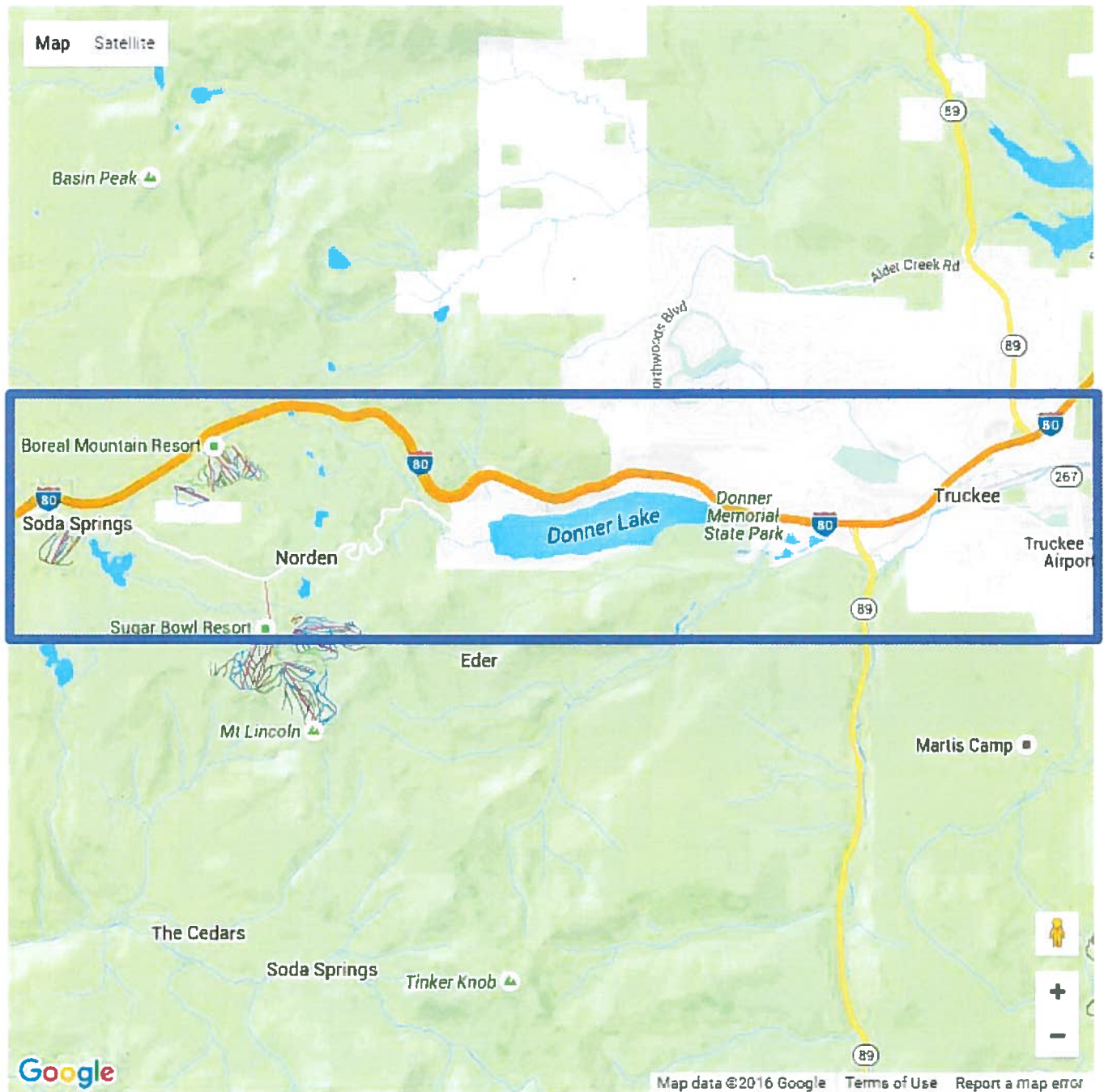
Ridership projections are based on several factors such as the total estimated number of employees at the ski resorts, the number of ski resort employees needed on any given day based on day of the week, weather conditions, snow conditions, holiday, etc., and the percentage of total employees that may ride the bus. For purposes of this project, it was estimated there are a total of 610 employees working at the ski resorts and that 7 percent may ride the bus. Of the 7 percent that may utilize the service 50 percent may ride the bus on any given day, or 21 employees. If these employees ride to and from work over the 88 days of service, this results in an estimated project ridership of 3,800 annual one-way passenger trips.

d) Describe the assumptions and process for how the operating cost projections were developed.

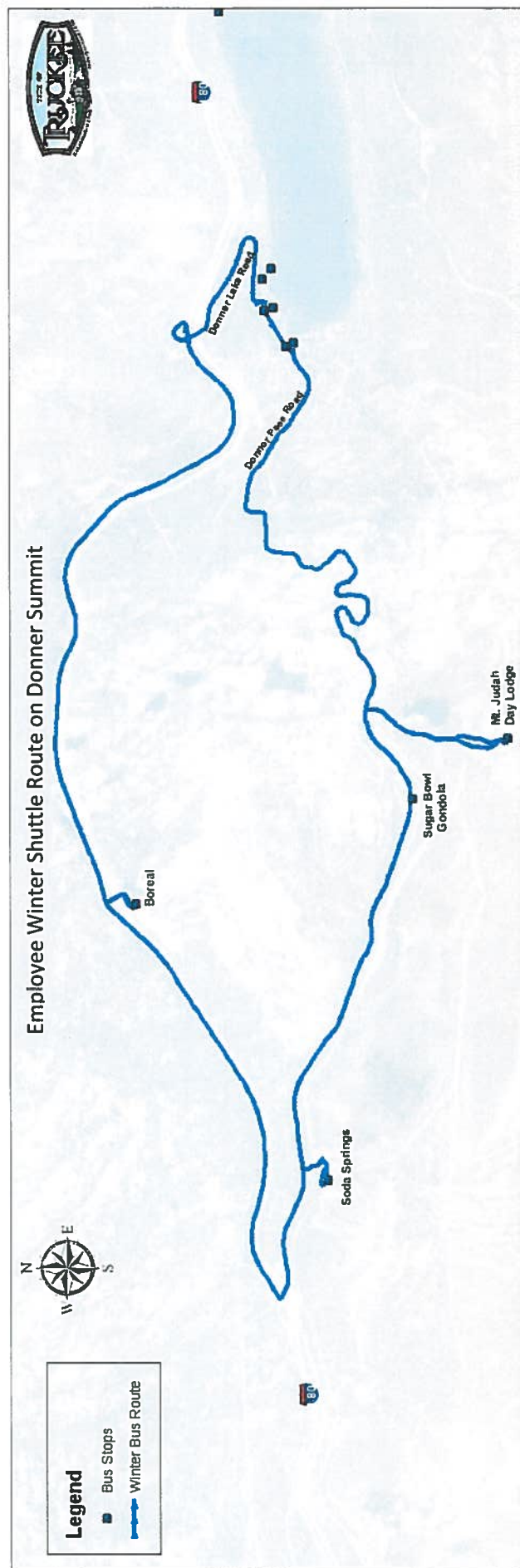
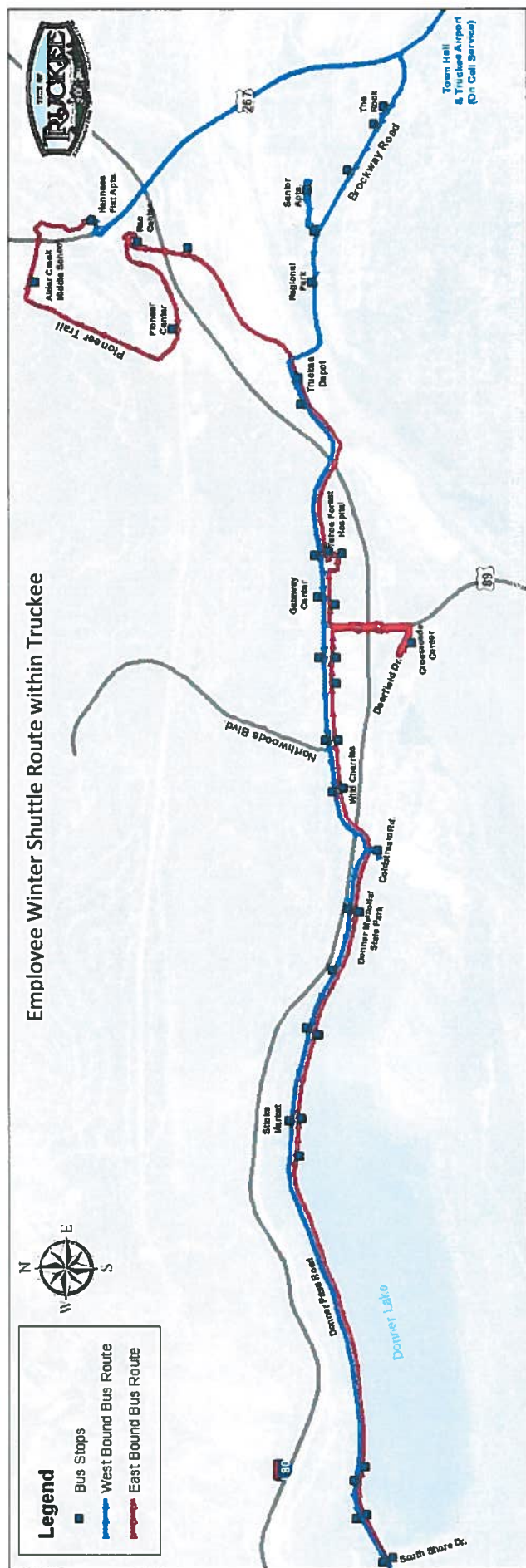
The operating costs of the employee winter shuttle service include contractor, fuel/maintenance, and management oversight. The total contractor costs are \$67.11 per revenue service hour with an estimated total of 1,056 revenue service hours over the 88 days of service or \$70,868. The fuel and maintenance costs are based on the total estimated project miles of 27,720 times the Town's transit system average cost per mile (\$1.25) for fuel and maintenance resulting in \$34,650. Total management oversight costs of \$5,506 are based on a fully loaded rate of \$62.56 at one hour per day over the 88 days. The total estimated project cost is \$111,024.

Town of Truckee – Employee Winter Shuttle Service Area Map

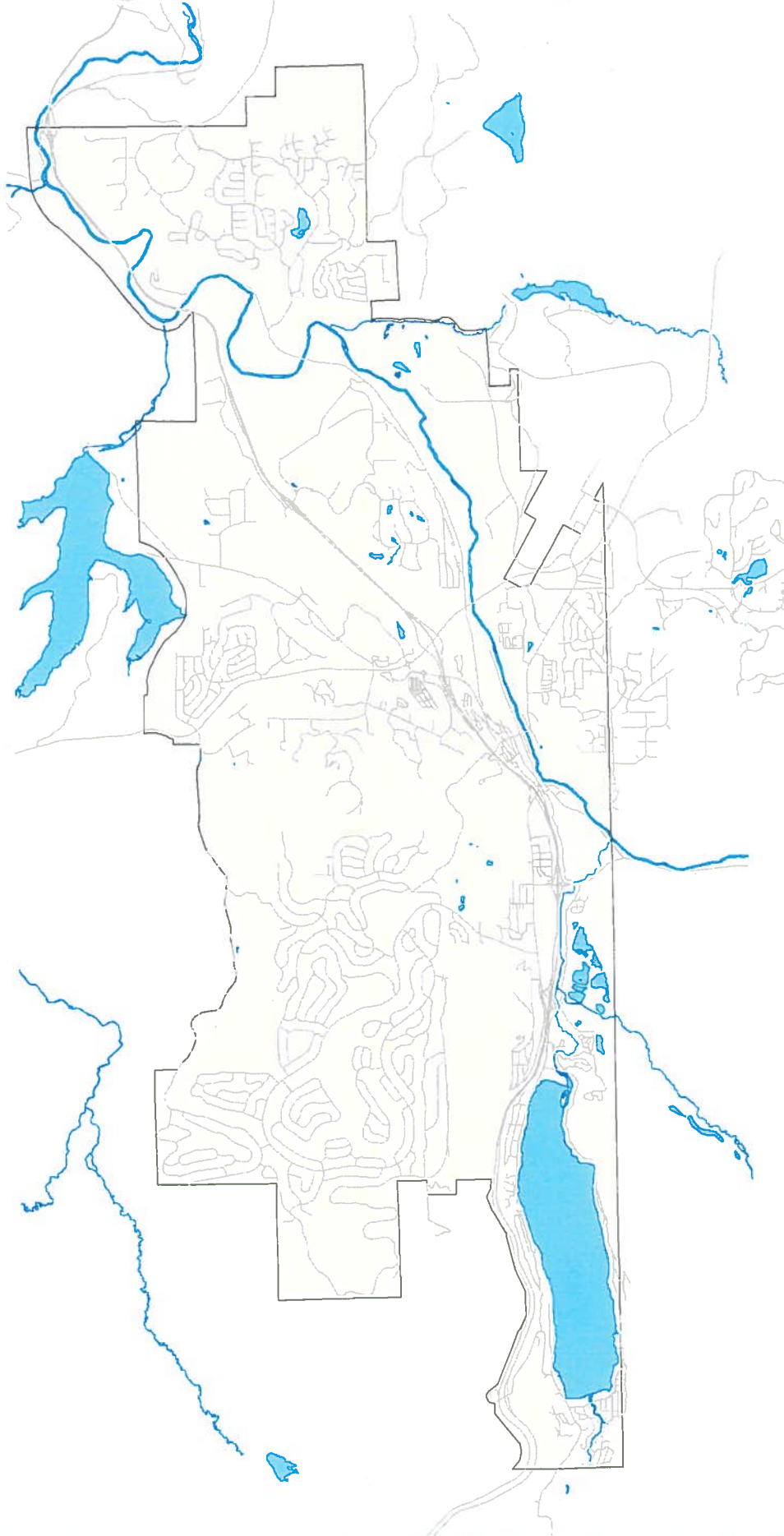
Truckee and Unincorporated Eastern Nevada County between West End Donner Lake and Donner Summit



Town of Truckee – Employee Winter Shuttle Route Maps



Town of Truckee Boundary Map



Town of Truckee Employee Winter Shuttle
FY 2015/16 Low Carbon Transit Operations Program (LCTOP)
Greenhouse Gas Emission Reduction Calculation Supporting Documentation

Where:

- D = Days of operation per year
- R = Average Daily Ridership Increase
- A = Adjustment factor to account for transit dependency
- L = Length (miles) of average auto trip reduced
- AA = Adjustment factor to account for auto trips used to access transit services
- LL = Length (miles) of average trip

Documentation of Factors Utilized

- For the days of operation (D), 88 days of service were utilized.
- For the average daily ridership increase (R), it was assumed that it would increase by 3,800 one-way passenger trips in project year 2016/17.
- For the adjustment factor to account for transit dependency (A), the default factor of 0.83 for the project was utilized.
- The length (miles) of average auto trip reduced (L) was determined by calculating the project route miles between Truckee and Donner Summit; 25 miles one-way.
- Per discussion with Eric Wright, for the adjustment factor to account for auto trips used to access transit service (AA), the factor of zero was utilized as the project circulates well within Truckee along the corridors (within ¼ mile) of the affordable housing neighborhoods where the transit dependent populations reside providing 100% coverage at the bus stops and zero need for passengers to park and ride.
- Per discussion with Eric Wright, for the length (miles) of average trip for auto access to transit (LL), the factor of zero was utilized as the project circulates well within Truckee along the corridors (within ¼ mile) of the affordable housing neighborhoods where the transit dependent populations reside providing 100% coverage at the bus stops and zero need for passengers to park and ride.

Results	GHG Emissions (MTCO ₂ e)	Description
Net GHG Benefits	15.49	Total GHG Emission Reductions (MTCO ₂ e)
LCTOP Funds Requested (\$)	15,702.00	Funds requested per State Controller's Office Eligible list for FY 2015-16
Total LCTOP Funds Requested (\$)	15,702.00	Includes all LCTOP allocations the applicant intends to utilize (up to three FY allocations including FY 2015-16) for the proposed project. Use the State Controller's Office Eligible list for FY 2015-16 allocation funding amounts to estimate the subsequent funding allocations.
Total GGRF Funds Requested (\$)	15,702.00	Includes the Total LCTOP fund requested and any other GGRF Program monies
Total GHG Emission Reductions /Total GGRF Funds Requested (\$)	0.0010	The metric to be reported in the application.

Truckee Transit 530.550.7451

2016/17 Employee Winter Shuttle Schedule

Operating December 15, 2016 through March 12, 2017 – 7 Days per Week, Including Holidays

	Served by TART in Winter (530 550-1212)									
	6:05 AM	7:05 AM	8:05 AM	9:05 AM	10:05 AM	11:05 AM	12:05 PM	-	1:05 PM	2:05 PM
Truckee To Donner Summit										
Hennessy Rd. @ Hennessy Flat Apartments										
Truckee Tahoe Airport (Served by TART in Winter)										
Hampton Inn (Served by TART in Winter)										
Brockway Rd. @ Hotel Truckee Tahoe										
Estates Dr. @ Senior Apartments										
Brockway Rd. @ Regional Park										
Truckee Depot (Connect to TART/Amtrak Here) Arrive										
Truckee Depot (Connect to TART/Amtrak Here) Depart										
Donner Pass Rd. @ Tahoe Forest Medical Offices										
Gateway Center (Safeway/Panda Express)										
Donner Pass Rd. @ 7-11										
Donner Pass Rd. @ Northwoods Blvd.										
Donner Pass Rd. @ Highway Rd.										
Donner Pass Rd. @ Chevron										
Donner Pass Rd. @ Donner Memorial State Park										
Donner Pass Rd. @ Sticks Market										
Donner Pass Rd. @ South Shore Dr. (West End)										
Donner Ski Ranch Chair 1										
Mt Judah Day Lodge										
Sugar Bowl Gondola										
Ski Inn										
Tri Lodges										
Donner Pass Rd. @ Soda Springs Rd.										
Soda Springs Ski Resort										
Soda Springs Rd. @ Donner Pass Rd.										
Soda Springs General Store										
Donner Summit Lodge										
Boreal Ridge Ski Resort (Arrive)										

6:05 AM	7:05 AM	8:05 AM	9:05 AM	10:05 AM	11:05 AM	12:05 PM	-	1:05 PM	2:05 PM	3:05 PM	4:05 PM	5:05 PM	6:05 PM
6:08 AM	7:08 AM	8:08 AM	9:08 AM	10:08 AM	11:08 AM	12:08 PM	-	1:08 PM	2:08 PM	3:08 PM	4:08 PM	5:08 PM	6:08 PM
6:09 AM	7:09 AM	8:09 AM	9:09 AM	10:09 AM	11:09 AM	12:09 PM	-	1:09 PM	2:09 PM	3:09 PM	4:09 PM	5:09 PM	6:09 PM
6:11 AM	7:11 AM	8:11 AM	9:11 AM	10:11 AM	11:11 AM	12:11 PM	-	1:11 PM	2:11 PM	3:11 PM	4:11 PM	5:11 PM	6:11 PM
6:13 AM	7:13 AM	8:13 AM	9:13 AM	10:13 AM	11:13 AM	12:13 PM	-	1:13 PM	2:13 PM	3:13 PM	4:13 PM	5:13 PM	6:13 PM
6:16 AM	7:16 AM	8:16 AM	9:16 AM	10:16 AM	11:16 AM	12:16 PM	-	1:16 PM	2:16 PM	3:16 PM	4:16 PM	5:16 PM	-
6:23 AM	7:23 AM	8:23 AM	9:23 AM	10:23 AM	11:23 AM	12:23 PM	-	1:23 PM	2:23 PM	3:23 PM	4:23 PM	5:23 PM	-
6:25 AM	7:25 AM	8:25 AM	9:25 AM	10:25 AM	11:25 AM	12:25 PM	-	1:25 PM	2:25 PM	3:25 PM	4:25 PM	5:25 PM	-
6:26 AM	7:26 AM	8:26 AM	9:26 AM	10:26 AM	11:26 AM	12:26 PM	-	1:26 PM	2:26 PM	3:26 PM	4:26 PM	5:26 PM	-
6:28 AM	7:28 AM	8:28 AM	9:28 AM	10:28 AM	11:28 AM	12:28 PM	-	1:28 PM	2:28 PM	3:28 PM	4:28 PM	5:28 PM	-
6:29 AM	7:29 AM	8:29 AM	9:29 AM	10:29 AM	11:29 AM	12:29 PM	-	1:29 PM	2:29 PM	3:29 PM	4:29 PM	5:29 PM	-
6:30 AM	7:30 AM	8:30 AM	9:30 AM	10:30 AM	11:30 AM	12:30 PM	-	1:30 PM	2:30 PM	3:30 PM	4:30 PM	5:30 PM	-
6:31 AM	7:31 AM	8:31 AM	9:31 AM	10:31 AM	11:31 AM	12:31 PM	-	1:31 PM	2:31 PM	3:31 PM	4:31 PM	5:31 PM	-
6:32 AM	7:32 AM	8:32 AM	9:32 AM	10:32 AM	11:32 AM	12:32 PM	-	1:32 PM	2:32 PM	3:32 PM	4:32 PM	5:32 PM	-
6:34 AM	7:34 AM	8:34 AM	9:34 AM	10:34 AM	11:34 AM	12:34 PM	-	1:34 PM	2:34 PM	3:34 PM	4:34 PM	5:34 PM	-
6:37 AM	7:37 AM	8:37 AM	9:37 AM	10:37 AM	11:37 AM	12:37 PM	-	1:37 PM	2:37 PM	3:37 PM	4:37 PM	5:37 PM	-
Donner Ski Ranch Chair 1													
Mt Judah Day Lodge													
Sugar Bowl Gondola													
Ski Inn													
Tri Lodges													
Donner Pass Rd. @ Soda Springs Rd.													
Soda Springs Ski Resort													
Soda Springs Rd. @ Donner Pass Rd.													
Soda Springs General Store													
Donner Summit Lodge													
Boreal Ridge Ski Resort (Arrive)													

Schedule is subject to weather and traffic conditions. Please arrive prior to departure times



Low Carbon Transit Operations Program TOTAL PROJECT COST AND FUNDING PLAN

The following Funding Plan has been reviewed and approved by the undersigned. It includes a complete list of funds for this project and is the total cost of the project, including LCTOP funds.

Person preparing this form (please type or print): Kelly Beede, Town of Truckee	Phone: 530-582-2489	Date: 1-28-16
Approval Authority: Sign and date <div style="text-align: center; margin-top: 10px;"> Daniel B. Landon 1/29/16 </div>	Typed name and phone number: Daniel B. Landon; 530-265-3202	

Shaded fields are automatically calculated. Please do not fill these fields.

Proposed Total Project Cost								Project
Component	Prior	FY 2015/16	FY	FY	FY	FY	FY	Total
PA&ED	0	0	0	0	0	0	0	0
PS&E	0	0	0	0	0	0	0	0
R/W	0	0	0	0	0	0	0	0
CON	0	0	0	0	0	0	0	0
Veh/Equip Purchase	0	0	0	0	0	0	0	0
Operations/Other	0	111,024	0	0	0	0	0	111,024
TOTAL	0	111,024	0	0	0	0	0	111,024

Low Carbon Transit Operations Program (LCTOP)								Total
Component	Prior	FY 2015/16	FY	FY	FY	FY	FY	
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other		15,702						15,702
TOTAL	0	15,702	0	0	0	0	0	15,702

Funding Source: LTF, STA, Partner Contributions								Total
Component	Prior	FY 2015/16	FY	FY	FY	FY	FY	
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other		95,322						95,322
TOTAL	0	95,322	0	0	0	0	0	95,322

Funding Source:								Total
Component	Prior	FY 2015/16	FY	FY	FY	FY	FY	
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

Funding Source:								Total
Component	Prior	FY 2015/16	FY	FY	FY	FY	FY	
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0



California Air Resources Board (ARB)
Greenhouse Gas Emission Reduction Calculator for the
California Department of Transportation (Caltrans)
Low Carbon Transit Operations Program (LCTOP)
Greenhouse Gas Reduction Fund
Fiscal Year 2015-16

The California Air Resources Board (ARB) is responsible for providing the quantification methodology to estimate greenhouse gas (GHG) emission reductions from projects receiving monies from the Greenhouse Gas Reduction Fund (GGRF).

This GHG emission reduction calculator accompanies the quantification methodology for the fiscal year (FY) 2015-16 GGRF Low Carbon Transit and Operations Program (LCTOP) available at: <http://www.arb.ca.gov/cc/capandtrade/auctionproceeds/finallctopgm.pdf>

Applicants must use this calculator to estimate the GHG reductions associated with the LCTOP projects. Refer to the quantification methodology document for background, step by step detailed instructions and examples. To use this calculator, follow these steps:

Step 1 Identify the LCTOP proposed project type(s): The applicant must select at least one eligible project type from Tables 1 or 2 and may select additional project types from Tables 3 or 4.

Step 2 Determine the inputs needed: The applicant will use Tables 5 and 6 to determine the required project details needed for input into this calculator tool for the applicable project type selected in Step 1.

Step 3 Estimate GHG emission reductions: The applicant will enter the project details identified in Step 2 into this calculator tool to calculate the GHG emission reductions of the proposed project.

Read Me Tab (this page):

Enter the Project Name, Project ID and the contact information for person who can answer project specific questions from staff reviewers on the quantification calculations. The Project ID is assigned by Caltrans. This file will be submitted with other documentation requirements. Please use the following file naming convention: "[Project ID]_[Project Name]" not to exceed 20 characters. For example, if the application ID is "1-1C_001," the project name is "Transit BRT," and the file is the input file, the file name may be "1-1C_001Transit BRT." Project names may be abbreviated.

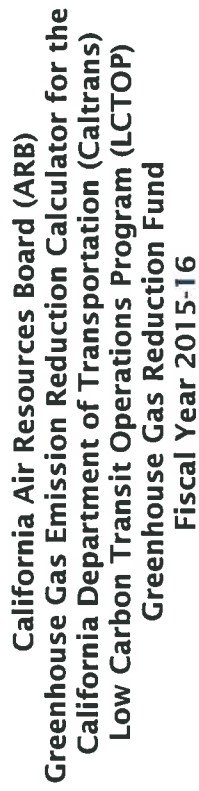
Project Name:	Employee Shuttle
Project ID:	
Contact Name:	Kelly Beede
Contact Phone Number:	530-582-2489
Contact Email:	kbeede@townoftruckee.com
Date Completed:	1/13/2016

Inputs Tab:

Headers in red indicate input needed by the project applicant. For each row, applicants must work from left to right and enter all relevant data. Some cells may not be applicable to the project. These cells will turn black and be locked based on inputs. Applicants should use as many rows as necessary to characterize all relevant features of the proposed project. Definitions are provided in the definitions tab, including how to determine Year 1, Year F, and adjustment factors. Inputs must be substantiated in the documentation provided to ARB; see Section C. Documentation of the quantification methodology.

Submit documentation: Save file for submittal. See Section C. Documentation of the quantification methodology for additional documentation requirements.

For more information on ARB's efforts to support implementation of GGRF investments, see: www.arb.ca.gov/auctionproceeds
Questions on this document should be forwarded to GGRFProgram@arb.ca.gov
Questions on the LCTOP program should be forwarded to LCTOPcomments@dot.ca.gov



 **Air Resources Board**

Inputs into columns highlighted in **YELLOW** with **RED** headers are required fields dependent on project type (see quantification methodology). Must be filled out from left to right.

Inputs Tab (Part 2 of 3)



California Environmental Protection Agency



California Air Resources Board (ARB)
Greenhouse Gas Emission Reduction Calculator for the
California Department of Transportation (Caltrans)
Low Carbon Transit Operations Program (LCTOP)
Greenhouse Gas Reduction Fund
Fiscal Year 2015-16

Project Name:	Employee Shuttle
Project ID:	0

Inputs in **RED** must be filled out

Results	GHG Emissions (MTCO ₂ e)	Description
Net GHG Benefits	15.49	Total GHG Emission Reductions (MTCO ₂ e)
LCTOP Funds Requested (\$)	15,702.00	Funds requested per State Controller's Office Eligible list for FY 2015-16
Total LCTOP Funds Requested (\$)	15,702.00	Includes all LCTOP allocations the applicant intends to utilize (up to three FY allocations including FY 2015-16) for the proposed project. Use the State Controller's Office Eligible list for FY 2015-16 allocation funding amounts to estimate the subsequent funding allocations.
Total GGRF Funds Requested (\$)	15,702.00	Includes the Total LCTOP fund requested and any other GGRF Program monies
Total GHG Emission Reductions /Total GGRF Funds Requested (\$)	0.0010	The metric to be reported in the application.

Low Carbon Transit Operations Program (LCTOP) AUTHORIZED AGENT

AS THE EXECUTIVE DIRECTOR

(Chief Executive Officer / Director / President / Secretary)

OF THE NEVADA COUNTY TRANSPORTATION COMMISSION

(Name of County/City Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. I understand that if there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself. I understand the Board must provide a resolution approving the Authorized Agent. The Board Resolution appointing the Authorized Agent is attached.

Daniel B. Landon, Executive Director OR
(Name and Title of Authorized Agent)

(Name and Title of Authorized Agent) OR

(Name and Title of Authorized Agent)

Daniel B. Landon
(Print Name)

Executive Director
(Title)

Daniel B. Landon
(Signature)

Approved this 16th day of March, 2016

Attachment: Board Resolution approving Authorized Agent

Low Carbon Transit Operations Program (LCTOP) CERTIFICATIONS AND ASSURANCES

Project Sponsor: Nevada County Transportation Commission

Agency Name: Nevada County Transportation Commission

Effective Date of this Document: March 16, 2016

The California Department of Transportation (Department) has adopted the following certifications and assurances for the Low Carbon Transit Operations Program. As a condition of the receipt of LCTOP funds, project lead must comply with these terms and conditions.

A. General

- (1) The project lead agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
- (2) The project lead must submit to the Department a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

B. Project Administration

- (1) The project lead certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The project lead assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
- (2) The project lead certifies that a dedicated bank account for LCTOP funds only will be established within 30 days of receipt of LCTOP funds.
- (3) The project lead certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
- (4) The project lead certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
- (5) The project lead certifies that they will notify the Department of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
- (6) The project lead must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
- (7) Any interest the project lead earns on LCTOP funds must be used only on approved LCTOP projects.
- (8) The project lead must notify the Department of any changes to the approved project with a Corrective Action Plan (CAP).
- (9) Under extraordinary circumstances, a project lead may terminate a project prior to completion. In the event the project lead terminates a project prior to completion, the project lead must (1) contact the Department in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to

verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.

- (10) Funds must be encumbered and liquidated within the time allowed.

C. Reporting

- (1) The project lead must submit the following LCTOP reports:
- a. Semi-Annual Progress Reports by May 15th and November 15th each year.
 - b. A Final Report within six months of project completion.
 - c. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to the Department within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.
- (2) Other Reporting Requirements: ARB is developing funding guidelines that will include reporting requirements for all State agencies that receive appropriations from the Greenhouse Gas Reduction Fund. Caltrans and project sponsors will need to submit reporting information in accordance with ARB's funding guidelines, including reporting on greenhouse gas reductions and benefits to disadvantaged communities.

D. Cost Principles

- (1) The project lead agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (2) The project lead agrees, and will assure that its contractors and subcontractors will be obligated to agree, that:
- a. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allow ability of individual project cost items and
 - b. Those parties shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving LCTOP funds as a contractor or sub-contractor shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (3) Any project cost for which the project lead has received funds that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 49 CFR, Part 18, are subject to repayment by the project lead to the State of California (State). All projects must reduce greenhouse gas emissions, as required under Public Resources Code section 75230, and any project that fails to reduce greenhouse gases shall also have its project costs submit to repayment by the project lead to the State. Should the project lead fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the project lead from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

E. Record Retention

- (1) The project lead agrees, and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the project lead, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), and enable the determination of incurred costs at interim points of completion. All accounting records and other supporting papers of the project lead, its contractors and subcontractors connected with LCTOP funding shall be maintained for a minimum of three (3) years after the "Project Closeout" report or final Phase 2 report is submitted (per ARB Funding Guidelines, Vol. 3, page 3.A-16), and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the project lead, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the project lead pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the project lead's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
- (2) For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the project lead's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the project lead shall furnish copies thereof if requested.
- (3) The project lead, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

F. Special Situations

The Department may perform an audit and/or request detailed project information of the project sponsor's LCTOP funded projects at the Department's discretion at any time prior to the completion of the LCTOP.

I certify all of these conditions will be met.

BY:



AUTHORIZING OFFICER, Title
Unit/Department/Agency

**TOWN OF TRUCKEE
California**

RESOLUTION 2016-05

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TRUCKEE AUTHORIZING
THE EXECUTION OF THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)
PROJECT: EMPLOYEE WINTER SHUTTLE; \$15,702**

WHEREAS, the Town of Truckee is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation as the administrative agency for the LCTOP; and

WHEREAS, the Department of Transportation has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the Town of Truckee will apply for FY 2015/16 LCTOP funds in an amount up to \$15,702 for operating costs associated with the employee winter shuttle transit service; and

WHEREAS, the Town of Truckee wishes to implement the LCTOP project listed above.

NOW, THEREFORE, BE IT RESOLVED THAT THE TOWN COUNCIL OF THE TOWN OF TRUCKEE authorizes the following:

1. That the Town of Truckee as the fund recipient agrees to comply with all conditions and requirements set forth in the applicable statutes, regulations and guidelines for all LCTOP funded transit projects.
2. The submittal of the following project nomination and allocation request to the Department of Transportation in FY 2015/16 LCTOP funds:
 - a. Project Name: Employee Winter Shuttle
 - b. Amount of LCTOP Funds Requested: \$15,702
 - c. Description of Project: The Town of Truckee operates public transit between 9:05 A.M. and 5:13 P.M. year-round. During the winter months employees need transportation to the ski resorts on Donner Summit. The Town will operate a winter shuttle between Truckee and Donner Summit from 6:05 A.M. to 6:13 P.M. providing three morning runs, one midday run and two evening runs. The schedule was developed based on conversations with the Donner

**TOWN OF TRUCKEE
California**

RESOLUTION 2016-04

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TRUCKEE AUTHORIZING
THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES AND AUTHORIZED
AGENT FORMS FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)**

WHEREAS, the Town of Truckee is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation as the administrative agency for the LCTOP; and

WHEREAS, the Department of Transportation has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the Town of Truckee will apply for FY 2015/16 LCTOP funds in an amount up to \$15,702 for operating costs of transit services that reduce greenhouse gas emissions and improve mobility as outlined in the LCTOP guidelines.

WHEREAS, the Town of Truckee wishes to delegate authorization to execute LCTOP documents including, but not limited to, contracts, certifications and assurances, authorized agent forms, and any amendments thereto with the California Department of Transportation to Tony Lashbrook, Town Manager, or his designee.

**NOW, THEREFORE, BE IT RESOLVED THAT THE TOWN COUNCIL OF THE TOWN
OF TRUCKEE** authorizes the following:

1. That the Town of Truckee as the fund recipient agrees to comply with all conditions and requirements set forth in the applicable Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.
2. That Tony Lashbrook, Town Manager, or his designee, is hereby authorized to execute for and on behalf of the Town of Truckee, a public entity established under the laws of the State of California, any actions necessary, and all documents and any amendments thereto for the purpose of obtaining financial assistance provided by the LCTOP program with the California Department of Transportation.